



Troutdale CAP ICP Base

Entrance to ICP is on "Road" side of building.  
Aircraft must exit gate through Ramp  
Access Gate to enter ICP

Aircraft Ready Area is upstairs using outside  
stairway in ramp access area.

CAP Vehicle Parking

ICP

Aircraft Ready  
area (upstairs)

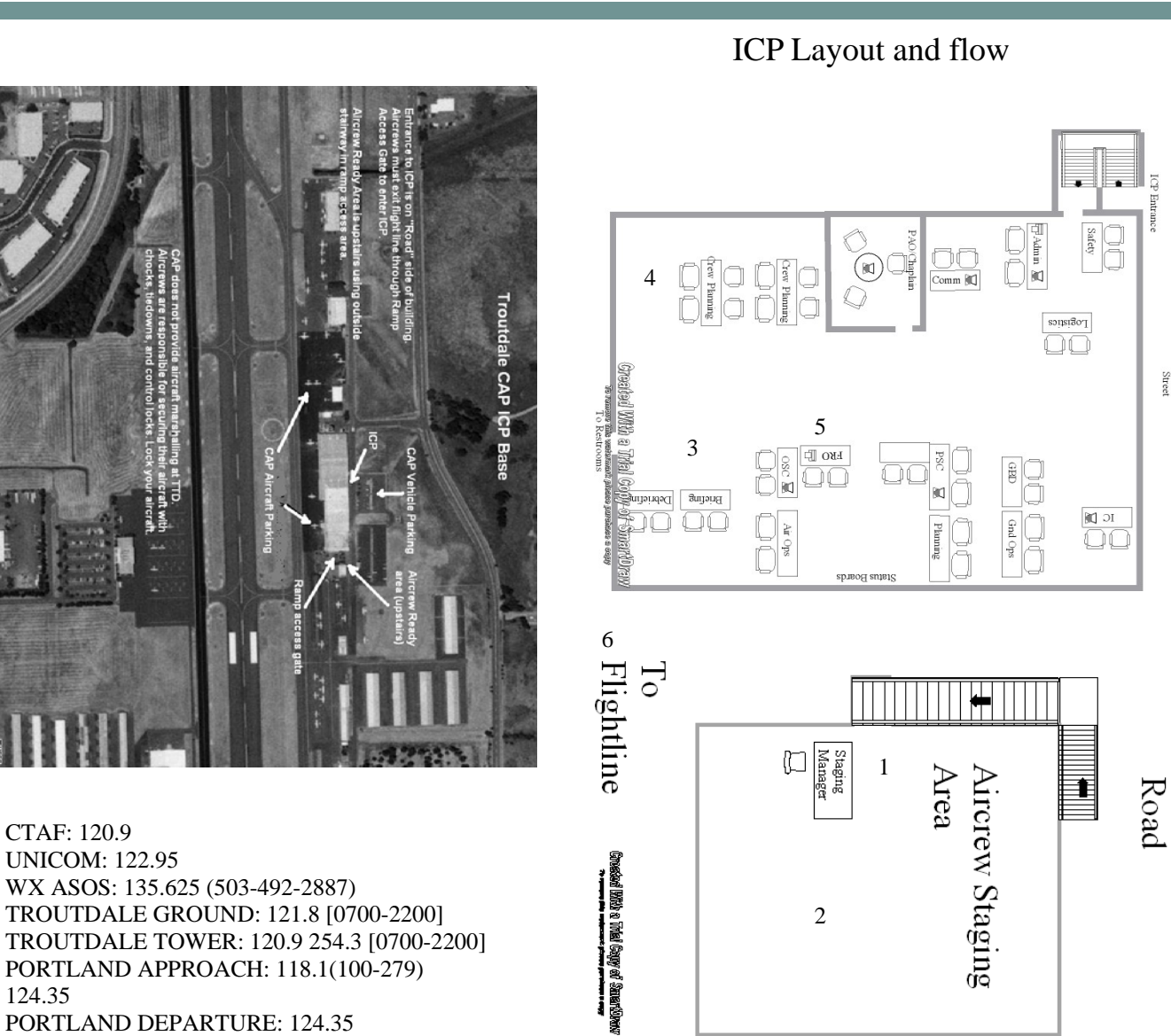
CAP Aircraft Parking

Ramp access gate

CAP does not provide aircraft marshalling at TTD.  
Aircraft are responsible for securing their aircraft with  
chocks, tie-downs, and control locks. Lock your aircraft.


CTAF: 120.9  
UNICOM: 122.95  
WX ASOS: 135.625 (503-492-2887)  
TROUTDALE GROUND: 121.8 [0700-2200]  
TROUTDALE TOWER: 120.9 254.3 [0700-2200]  
PORTLAND APPROACH: 118.1(100-279)  
124.35  
PORTLAND DEPARTURE: 124.35

**CAP Troutdale Communications** 148.150  
Council Repeater—CH 5  
Simplex—CH 1



# Aircrew ICP Procedures

## Troutdale

 Oregon Wing

## Emergency Services Procedures

ORWGP-60303

## Introduction

This pamphlet provides information to aircrews about the standard procedures that have been established when Oregon Wing is conducting incident activities from the Troutdale CAP ICP. Information that is given will help to insure that each member of an aircrew is given the opportunity to contribute to the successful execution of the incident objectives.

If you are participating in CAP incident activities from the Troutdale ICP, please follow these procedures to insure safe and efficient operations.

## Arriving at the ICP base

If you arrive at Troutdale in an aircraft, you must have been released on a CAPF-104 by the incident staff FRO and you will have been assigned an inbound sortie number. Refer to the airport photograph in this pamphlet to identify the CAP approved parking areas. Park your aircraft in an open tiedown in the parking area and secure your aircraft with tiedowns and chocks. Install the control locks and lock the aircraft. Have your aircraft fueled. Record the ending tachometer reading and the hobbs time used for the sortie. If there is a Flight

Line Supervisor, he/she will collect the aircraft keys.

## Crew Flow

- 1) Proceed to the Staging Area, upstairs above the FBO using the outside stairway. All crew members should check-in with the Staging Manager. The Staging Manager will fill out a form identifying your crew as being available.
- 2) Get a CAPF-104 sortie packet and proceed to a table in the Staging Area. The crew should fill in as much information as is available onto all forms in the packet.
- 3) The Staging Area Manager will notify you when Operations has identified a sortie suited to the crew qualifications. When called, proceed down the outside stairs and along the road to the ICP Entrance. Go up the stairs and proceed to the Aircrew Briefer for a briefing on your tasking.
- 4) After your briefing, go to the Aircrew Planning area to plan your sortie in detail.
- 5) When you have completed your planning and your CAPF-104s are completed, you should go to the Flight Release Officer to obtain your final flight release.

- 6) Proceed back toward the Staging Area and enter the flight line. You should be able to get the key to your aircraft from the Flightline Supervisor. Conduct your sortie as tasked.
- 7) When you return, secure and fuel your aircraft as you did when first arriving at the base. Take your paperwork and "deliverables" and proceed back to the ICP Debriefing Officer to debrief your sortie.

After taking a break, you should again proceed as in step 1.

## Returning Home

If you are flying home, you need to request the Staging Area Manager to obtain an outbound sortie from Operations. Again, you must complete the CAPF-104 packet. You will be called for an abbreviated briefing and can then initiate your return sortie.

If you drove to the base, you should check-out with the Staging Area Manager before leaving the base.

**Remember, Safety is foremost in our Operations Do not accept any tasking that you do not feel is safe!**